CHAPTER 162. PROCEDURES FOR CERTIFICATING PART 145 REPAIR STATIONS/SATELLITES LOCATED WITHIN THE UNITED STATES AND ITS TERRITORIES

SECTION 1. BACKGROUND

1. PROGRAM TRACKING AND REPORTING SUBSYSTEM (PTRS) ACTIVITY CODES.

A. Maintenance: 3230

B. Avionics: 5230

2. OBJECTIVE. This chapter provides guidance for evaluating an applicant for certification of Title 14 of the Code of Federal Regulations (14 CFR) part 145 repair stations/satellites.

3. THE CERTIFICATION PROCESS. This process provides for interaction between the applicant and the Federal Aviation Administration (FAA) from initial inquiry to certificate issuance or denial of repair station within the territories of the United States. It ensures that programs, systems, and intended methods of compliance are thoroughly reviewed, evaluated, and tested. The certification process consists of five phases:

- Preapplication Phase
- Formal Application Phase
- Document Compliance Phase
- Demonstration and Inspection Phase
- Certification Phase

NOTE: Due to FAA resource availability after reviewing the Preapplication Statement of Intent (PASI), the Certification Project Manager (CPM), may determine a need to verify the applicant can meet the housing and facility requirements. The CPM may request to hold the preapplication meeting at the applicant's facility and do a pre-inspection of the facility to verify that it will meet the requirements of the rating or ratings on the application.

A. Preapplication Phase.

(1) Preapplication Meeting. The preapplication meeting should be held in the Flight Standards District Office (FSDO). This will allow the applicant to become familiar with the assigned FAA personnel. This meeting should also provide the FAA with a point of contact with the applicant. Open discussion on the applicant's intent should take place, and the FAA should help answer any questions the applicant has regarding the application process. During the preapplication meeting, the following items should be discussed:

(a) PASI, FAA Form 8400-6.

1. An applicant should conduct a thorough review of the appropriate regulations and advisory material to provide guidance for personnel, facility, equipment, and documentation requirements.

2. The manager of the FSDO, or his or her designee, will use the PASI to evaluate the complexity of the proposed operation. This allows the establishment of the certification team to be based on the complexity of the certification. A CPM will be designated as the principal spokesperson for the FAA during certification.

NOTE: Submittal of the PASI by the applicant shows intent to initiate the certification process.

(b) How to Complete FAA Form 8310-3, Application for Repair Station Certificate and/or Rating.

(c) Formal Application Attachments. These include:

1. Repair Station Manual (RSM). This manual will establish how a certificated repair station will conduct business on a daily basis and comply with §§ 145.207 and 145.209.

2. Quality Control Manual (QCM). This manual will ensure that any article(s) repaired or maintained by a repair station or its contractors will meet the airworthiness criteria established in § 145.211.

3. Letter of Compliance. The letter of compliance will ensure that all applicable part 145 regulatory requirements are addressed during the certification process. This is accomplished by listing, in sequence, each section of part 145. After each section, there must be a brief narrative or specific reference to a manual/document that describes how the applicant will comply with that regulation. The letter of compliance must be reviewed to ensure that the applicant has a clear understanding of the regulation and that the proposed method of compliance meets the intent of the regulation.

4. Hazardous Material. If the repair station and/or its contractors and sub-contractors are performing a job function concerning transportation of dangerous goods (hazardous material), the repair station must train its employees to the hazardous material standards. The repair station must also provide the FAA with a letter certifying that the appropriate employees have been trained.

(d) Repair Station and QCM Advisory Circular (AC). Encourage the applicant to use AC 145-9, Guide for Developing and Evaluating Repair Station and Quality Control Manuals, for guidance in developing the manuals. The manual should allow the user to understand its content without further explanation and must not contradict any regulatory requirements.

> **NOTE: It is the applicant's responsibility to develop manuals and procedures that ensure safe operating practices and compliance with the rules. The team can offer suggestions for improvement but must not "write" the material.**

(2) Personnel Requirements (Section 145.151).

(a) Each repair station must have the management personnel necessary for the scope and complexity of its organization. The regulation requires an accountable manager, supervisory personnel, inspection personnel, and certificated personnel to approve the articles it maintains for return to service. It may be necessary for the repair station to have other management or supervisory personnel that are not regulatory.

(b) For noncertificated employees performing maintenance functions, abilities are determined based on their training, knowledge, experience, or practical testing.

(c) Qualifications for supervisory and inspection personnel, and those personnel authorized to approve an article for return to service, must meet the requirements of part 65 and §§ 145.153, 145.155, and 145.157. These personnel must be able to read, write, and understand English.

(d) Inspection personnel who are not authorized to approve articles for return to service need only read, write, and understand English. (Ref. part 145, § 145.155.)

B. Formal Application Phase. To begin the formal application phase, the team will receive the application and attachments. As a rule, the team will meet with the applicant after receiving the formal application package. All questions about the proposed operation, formal application, and attachments should be resolved at this time. The meeting should consist of the certification team members and all key management personnel from the applicant's organization.

> **NOTE: The legal name and address of the owner should be determined at this point.**

C. Document Compliance Phase. In this phase, the application is thoroughly reviewed for approval or disapproval, and the manual and related attachments are reviewed to ensure conformity to the applicable regulations and safe operating practices. This phase is to be completed by the FSDO certification team. The ASI will follow the guidelines as defined in Order 8300.10, Volume 1, Chapter 3, The General Process for Approval or Acceptance, when an acceptance and/or approval of a document is required.

D. Demonstration and Inspection Phase. In this phase, the certification team ensures that the applicant's proposed procedures are effective and that

facilities and equipment meet regulatory requirements. The CPM must decide if demonstrations will be required.

E. Certification Phase.

(1) Issuance. Once the applicant meets the regulatory requirements of part 145, the certification team will issue the repair station certificate and operations specifications (OpSpecs) with the appropriate ratings.

(2) Duration. A certificated repair station located in the United States has no expiration date.

4. SATELLITE REPAIR STATIONS.

A. Satellite Repair Stations. A certificated repair station under the managerial control of another certificated repair station may operate as a satellite repair station if it meets all the requirements of § 145.107.

NOTE: A satellite repair station may not be located in a country other than the domicile country of the certificated repair station with managerial control.

(1) The precertification number of a satellite facility coincides with the parent's repair station number. Advise the Aviation Data Systems Branch, AFS-620, that a satellite repair station number is required.

(2) Each satellite repair station is to be considered as a stand-alone operation and is required to meet all the requirements of § 145.107.

B. A repair station may interchange personnel anywhere in its system, as long as:

(1) Personnel are identified on the station roster;

(2) The repairman's certificate shows the certificate number of the certificated repair station with managerial control; and

(3) Inspection personnel are designated and available at the satellite station any time a determination of airworthiness or return to service is made.

NOTE: Many corporations with multiple repair stations and satellite repair stations are consolidating their operations, quality control systems, manuals, and recordkeeping systems. It is essential that principal inspectors (PI) coordinate their efforts when notified that the certificated repair station with managerial control and its satellite facilities desire standardized systems.

5. AMENDMENT TO OR TRANSFER OF CERTIFICATE. Section 145.57 specifically requires a repair station to submit a new application in the following situations:

A. The holder of a repair station certificate must apply for a change to its certificate if the certificate holder changes the location of the repair station or requests to add or amend a rating. The FAA must be notified in advance and may prescribe conditions that the repair station must follow while moving to the new address/location.

B. If the holder of the repair station certificate sells or transfers its assets, the new owner must apply for an amended certificate in accordance with § 145.51. There are occasions when repair station ownership changes without changing the facilities and personnel.

NOTE: The inspector should recommend a new certificate number due to Freedom of Information Act (FOIA) and liability issues. Aviation safety inspectors (ASI) should inform prospective owners that they may be held liable for the work performed under previous management if they keep the same certificate number. New owners must stipulate in writing that they clearly understand the potential of release of information under FOIA before being allowed to retain the old certificate number.

NOTE: ASIs should contact their regional general counsel office when faced with questions concerning whether limited liability corporations (LLC) or changes in stockholder ownership constitute a transfer of repair station assets.

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SECTION 2. PROCEDURES

1. PREREQUISITES AND COORDINATION REQUIREMENTS.

A. Prerequisites:

- Knowledge of the regulatory requirements of 14 CFR part 145
- Successful completion of the Airworthiness Inspector Indoctrination course(s) or equivalent
- Successful completion of the Airworthiness Inspection/Surveillance of Foreign/Domestic Repair Stations Course and the on-the-job training (OJT) program related to part 145

B. Coordination. This task requires coordination among the ASIs (airworthiness). Multiple region coordination may be required.

2. REFERENCES, FORMS, AND JOB AIDS.

A. References (current editions):

- 14 CFR parts 29, 39, 43, 45, 65, 91, 121, 125, and 135
- AC 145-9, Guide for Developing and Evaluating Repair Station and Quality Control Manuals
- Order 8300.10, Volume 2, Chapter 161, Introduction to Part 145 Repair Stations
- 8300.10, Vol. 2, Ch. 164, Evaluate a Part 145 Repair Station and Quality Control Manual or Revision
- 8300.10, Vol. 2, Ch. 165, Evaluate Part 145 Repair Stations Facilities and Equipment
- 8300.10, Volume 3 Chapter 97, Inspect Part 145 Repair Stations within the United States

B. Forms:

- FAA automated repair station OpSpecs
- FAA Form 8000-4, Air Agency Certificate
- FAA Form 8060-4, Temporary Airman Certificate
- FAA Form 8310-3, Application for Repair Station Certificate and/or Rating
- FAA Form 8400-6, Preapplication Statement of Intent (PASI)
- FAA Form 8610-2, Airman Certificate and or Rating Application, if applicable

C. Job Aids. None.

3. PREAPPLICATION PHASE.

A. Respond to an initial inquiry for a repair station certificate or satellites.

B. Discuss with the applicant the following subjects, to include:

(1) The necessary technical expertise required by the applicant's proposed organization, to include the following:

- Aviation-related experience
- Proposed organizational structure
- Knowledge of the specific maintenance functions to be performed

(2) The rating required for the type of work to be accomplished.

(3) The requirements for sufficient personnel to meet the demands of the proposed repair station. This includes at least one certificated person with appropriate ratings that coincide with the ratings sought.

> **NOTE: For repair stations located within the United States, the supervisor and the person authorized to return an article to service must be certificated under 14 CFR, part 65. In a small organization, the certificated person could perform both functions.**

(4) Facility requirements for the ratings sought, to include:

- The need for ventilation, lighting, and control of temperature, humidity, and other climatic conditions to ensure personnel can perform maintenance as required by this part
- The size of the facility
- Manufacturers' recommended or equivalent test equipment
- Special tools, etc.

(5) The requirements for current technical data appropriate for the work to be performed. The following are considered to be technical data:

- Airworthiness Directives (AD)
- Instructions for Continued Airworthiness
- Maintenance manuals
- Overhaul manuals
- Standard practices manuals
- Service Bulletins
- Other applicable data acceptable to or approved by the FAA

NOTE: Appliance manufacturers' maintenance manuals or instructions, though not specifically approved by the FAA, are considered to be in compliance with part 43, § 43.7; part 65, § 65.95; part 121, § 121.379(b); part 135, § 135.437(b); and part 145, § 145.201.

(6) The requirement to provide the FAA with a point of contact.

C. The FSDO will furnish FAA Form 8400-6 to the applicant with instructions for completion. The applicant will be advised to submit the completed PASI to the FSDO. The applicant will be informed that the certification process cannot continue until the PASI is reviewed and accepted.

(1) The FAA should advise the applicant of the complexity of the process and provide the applicant with an estimated time frame for the completion of the project. (This is a recommendation only; the time frame allows the applicant the ability to make the appropriate business decisions and is also dependent on the applicant's ability to comply with the requirements.)

(2) The applicant should be advised to develop a time line so that all involved are aware of their commitments and obligations.

NOTE: The ASI should advise the applicant that there are time restrictions for processing applications due to FAA resource availability. An application for certification must not remain dormant. A lack of applicant activity for 90 days during the certification process will result in termination of the application.

D. Initiate the Certification Process.

(1) The FSDO will review the PASI for acceptance and completeness. If the PASI is acceptable, the FSDO will notify the regional office of the pending application.

(2) The inspector will obtain the precertification number from AFS-620.

(3) The inspector will check the "Information only" block and enter the date the PASI was received and reviewed by the office.

(4) Normally the precertification number will be the final certification number with a letter added that identifies the number as a precertification. This is done to allow the applicant the ability to develop draft documents they may be required to include in the RSM (i.e., return to service tags).

(5) The FSDO manager or designee will assign an inspector or a team of inspectors (depending on the complexity of the application) to the certification process. The manager will also designate an inspector as the CPM.

(6) Satellite Facilities. Application for a satellite repair station certification requires coordination between the office with geographic responsibility and certificate-holding district office (CHDO) of the certificated repair station that has managerial control, if located outside the applicant's FSDO.

NOTE: Any differences of opinion and/or position relating to sharing of personnel, equipment, manuals between the parent and the satellite repair station must be resolved by negotiation between the responsible FSDOs.

(a) A parent facility requests a satellite certificate to ensure control over the inspection procedures and company policies at these facilities and location. Though the parent facility is establishing and ensuring this control, each satellite must satisfy all requirements of part 145 for each rating sought.

(b) The certification number of a satellite facility coincides with the parent repair station number. Advise AFS-620 that a satellite repair station number is required.

(c) A repair station may interchange personnel anywhere in its system, as long as:

- Personnel are identified on the station roster as required
- The repairman's certificate shows the parent station certificate number

(d) The FAA may, under certain circumstances, assign the CHDO for the repair station with managerial control to also hold any satellite repair station certificates. This action will normally be initiated at the request of the certificate holder to take advantage of the single manual or quality systems. In this situation, the CHDO for the repair station with the managerial control will coordinate the request with the region/Washington headquarters. After obtaining regional/headquarters concurrence, the CHDO for the repair station with managerial control may certificate, add ratings, and perform surveillance for the entire organization.

(7) A certificate management office (CMO) with oversight responsibilities for 14 CFR part 121 air carriers that also owns a part 145 repair station(s), will be assigned certification and surveillance responsibilities for its part 145 repair station(s) and satellite(s), if applicable. The CMO must also provide adequate personnel to oversee the part 145 repair station(s) and its satellite(s) work activities appropriate to their size and complexity.

(8) The CPM will contact the applicant to arrange a preapplication meeting.

E. Conduct a Preapplication Meeting. Meet with the applicant to discuss questions concerning the certification process, regulatory requirements, the formal application and attachments, etc. Accomplish the following during the meeting(s):

(1) Discuss the regulations applicable to the proposed maintenance operation.

(2) Provide the applicant with the following material:

(a) A copy of AC 145-9;

(b) A copy of FAA Form 8310-3; and

(c) Copies of FAA Form 8610-2, if applicable.

(3) Inform the applicant that a formal application package for a repair station certificate within the United States and its territories must contain the following material:

(a) A completed FAA Form 8310-3;

(b) A copy of the RSM and QCM in a format acceptable to the FAA. If the manual or manuals submitted are in electronic media format, they must be compatible with FAA electronic capabilities and free of any programs that would adversely affect that capability.

NOTE: Electronic media must be compatible with the CHDO's system. If an applicant's media is not compatible then it cannot be considered acceptable by the FAA. The current version of AC 120-78, Acceptance and Use of Electronic Signatures, Electronic Recordkeeping Systems, and Electronic Manuals, provides guidance for the use of electronic media.

(c) A letter requesting the application be processed and indicating when facilities, equipment, material, and data will be ready for formal inspection;

(d) A letter of compliance;

(e) An application for repairman certificate and letter of recommendation, if applicable;

(f) When a limited rating is requested, the make and model of the particular item(s) to be maintained and the nature of the work to be performed;

(g) When approval of a Class 2 Propeller Rating is being sought, a list by make of the propeller; and

(h) When a request is made for a limited specialized services rating, and the specification is one developed by the applicant, advise the applicant that the specification must be reviewed by the FSDO and the aircraft certification office, which may cause some delay in the repair station certification process.

NOTE: The repair station may request a limited rating for specialized services utilizing a civil or military specification currently used by industry. The PI should carefully consider if this specification covers all areas required for the repair prior to approval. Will this repair, when completed, allow approval for return to service for the article? In some cases, the PI may need assistance from the Aircraft Certification Office (ACO) to determine if the specification is adequate for the rating requested. However, it is ultimately the PI's responsibility to assure the applicant can accomplish the work specified by the specification even though the ACO concurs with the specification. If the specification does not meet the requirements of part 43, § 43.13, then the PI should inform the applicant the specification may be used as part of a process the applicant can develop under the provisions of § 145.61(c)(2). The PI should not accept the process at face value, but must evaluate if the process is appropriate for the article. The PI should annotate if any additional limitations are needed in the limitation section of the OpSpecs. Many civil and military specifications currently used by industry are generic. The PI should verify the repair station has provisions in their manual for evaluation of the article to determine if anything would prohibit the specification utilization.

(4) The FAA inspector/team will evaluate the results of the preapplication meeting; if found acceptable, continue to next phase.

4. FORMAL APPLICATION PHASE.

A. Receive the Formal Application. Ensure that all documents have been submitted and are complete.

B. Evaluate the Application Package. Based on the initial survey of the application package, a decision must be made whether or not to continue with the certification process.

C. Conduct an Application Meeting. Any open questions concerning the package must be answered before proceeding to the next phase. This should be done in the most effective way possible, e.g., meetings or correspondence.

5. DOCUMENT COMPLIANCE PHASE.

A. Review the Application Package. Review the content of each submitted document for regulatory compliance. The documents to be reviewed include:

(1) A completed FAA Form 8310-3;

(2) RSM;

(3) QCM;

(4) Training manual;

(5) The letter of compliance;

(6) Application for repairman certificate and letter of recommendation, if applicable;

(7) The list of makes and models of the particular item(s) to be maintained and the nature of the work to be performed for any limited ratings;

NOTE: Normally the FAA will not issue a class rating on an initial certification. All new applications should be issued a limited rating until such time as the repair station performs enough work to establish a representative number of make and models that would qualify the repair station for a class rating. The PI should exercise discretion when using the term "representative number," as this will vary with the type of application and the

depth and complexity of the work performed. An Airframe Class 4 rating would normally be issued when the applicant demonstrates the ability to maintain one of each make in that class (i.e., Boeing 747, Airbus A300, or MD-11). An Accessory, Radio, Instrument, etc., class rating would differ from the airframe rating because of the various makes/models of valves, radios, instruments, and other articles that are very similar in design and function. The issuance of a class rating would be at the discretion of the applicant and agreeable to the ASI when the applicant has demonstrated the capability to maintain several different articles.

(8) The list by make of the propeller for a Class 2 Propeller Rating;

(9) A copy of the approved specification for the work to be performed for a Specialized Service Rating, when applicable; and

(10) A copy of a capability list if appropriate (§ 145.215).

B. Document Any Deficiencies. If deficiencies are found in any document, return it to the applicant with a letter outlining the deficient areas. Inform the applicant that the certification process will not continue until all deficiencies are resolved.

6. DEMONSTRATION AND INSPECTION PHASE.

NOTE: During the demonstration and inspection phase the CPM should verify whether the repair station meets the requirements of § 145.51(b). Although the repair station is allowed to contract a maintenance function to an outside source the CPM must verify the repair station is capable of performing the maintenance under the rating requested. Contracted maintenance functions must not circumvent the certification requirements.

A. Coordinate and Schedule Inspection. Coordination is required between the CPM, team members, and the applicant.

(1) During the inspection phase the team should verify that the RSM and the QCM are followed.

(2) The team should also use the repair station letter of compliance to confirm that the facility meets all the requirements of the regulations.

B. Perform a Housing and Facility Inspection. During the Demonstration and Inspection Phase, inspect the repair station facilities to ensure that the work being done is protected from weather elements, dust, and heat. Ensure that the control of temperature, humidity, and other climatic conditions allow personnel to perform maintenance functions to the standards required by this part (refer to vol. 2, ch. 165). In addition, inspect the following:

NOTE: All tools and equipment must be in place at the time of initial certification or rating approval by the FAA (§ 145.51(b)).

(1) The inspection system (vol. 2, ch. 164) to ensure:

(a) Employees are familiar with and are capable of performing their assigned duties;

(b) Facilities are adequate to perform the functions as defined in the repair station and QCMs; and

(c) The repair station has in place a quality control system, which ensures the articles upon which the repair station or any of its contractors perform a maintenance function are airworthy.

(2) Maintenance recordkeeping system to ensure compliance with part 43 and § 145.219.

(3) The system for reporting serious defects or unairworthy conditions to ensure compliance with § 145.221.

(4) Tooling and equipment are properly stored and maintained in good working order. Inspect for the following:

(a) Calibration is performed at established intervals and meets requirements of § 145.109; and

(b) If special equipment and tools are obtained as needed in accordance with § 145.109,

verify that a contract is available for review to ensure that the tools and equipment will be made available upon the repair station's request.

(5) Material. Ensure that all materials needed for the rating are located on the premises and under the repair station's control when work is being done.

(a) Ensure that the repair station has the proper controls for stored material and a recordkeeping system that has document traceability back to the place of purchase.

(b) Traceability of all materials in the supply room must have documentation to show the material qualification (i.e., invoice, process specifications, and supplier qualifications).

(c) If necessary, a repair station surveillance program of its suppliers to meet the above will meet these requirements.

(6) Calibration Standards.

(a) The calibration standards of all test and measuring equipment manufactured in the United States are required to meet the equipment manufacturer's calibration standards.

(b) Foreign manufactured measuring and test equipment must meet the calibration standards of the manufacturer.

NOTE: The part 145 rule states that tooling is calibrated to a standard acceptable to the Administrator. Those standards may be derived from the National Institute of Standards and Technology (NIST), or to a standard provided by the equipment manufacturer. International Agreements may also be accepted as a means of compliance. A list of International Agreements referred to as Memorandum of Understanding (MOU) or Mutual Recognition Agreement (MRA) may be accessed from the NIST Web site (http://www.nist.gov/). Also, the National Voluntary Laboratory Accreditation Program (NVLAP) provides third-party accreditation to testing and calibration laboratories. NVLAP's accreditation programs are established in response to Congressional mandates, administrative actions by the Federal Government, or from requests by private-sector organizations. NVLAP is in full conformance with the standards of the International Standards Organization (ISO) and the International Electrotechnical Commission (IEC), including ISO/IEC 17025 and Guide 58. NVLAP identifies its accredited laboratories in a published directory, NIST Special Publication 810, which is published on the NIST Web site. Additionally, for foreign equipment, the standard of the country of manufacture may be used if approved by the Administrator. An Exemption Authorization is required if a repair station uses equipment of a foreign manufacturer and the method of calibration it will use is not addressed through a MOU or MRA, or the FAA inspector cannot obtain the validity of the Calibration Laboratory. Exemption authorizations are granted through the issuance of an exemption per 14 CFR, part 11 guidance. Currently, exemptions of this type are issued for a 2-year period and can be renewed if requested by the repair station.

(c) Test and measuring equipment (equivalent) manufactured by a repair station must meet the calibration standards recommended by the manufacturer of the article being measured or tested. This type of test equipment calibration would be expected to be traceable to a standard acceptable to the FAA.

NOTE: Designated Engineering Representatives (DER) may not approve or determine equivalency of tooling and test equipment. Furthermore, neither the FAA nor a DER may approve equipment and/or test apparatus. The FAA and DERs may only make an acceptance of functional equivalency for special equipment or test apparatus. It is important to emphasize that the burden of demonstrating equivalency is borne by the repair station—not the FAA.

C. Evaluate Maintenance Organization. Ensure the following:

(1) There are a sufficient number of personnel to satisfy the volume and type of work to be performed, as required by part 145, subpart D:

(a) Ensure an employee is designated as the Accountable Manager;

(b) Ensure qualified personnel are provided to plan, supervise, perform, and approve for return to service the work for which it is rated;

(c) Ensure it has a sufficient number of employees with training or knowledge and experience in accomplishing the work being performed; and

(d) Determine the abilities of its non-certificated employees performing maintenance functions based on training, knowledge, experience, or practical tests.

(2) A personnel roster(s) is available that includes management, supervisory, and inspection personnel responsible for the repair station operations, oversight of maintenance functions, and personnel authorized to sign a maintenance release for approving an article for return to service (refer to part 145, § 145.161); and,

(3) Management, supervisory, and inspection personnel employment summaries for those persons listed in paragraph 6C (2) are available (refer to § 145.161).

D. Analyze Deficiencies.

(1) If deficiencies are noted, notify the applicant in writing. If appropriate, meet with the applicant to review deficiencies in detail.

(2) Corrective action must be taken and the CPM notified in writing by the applicant in order for the certification process to continue. Each deficiency and corrective action must be fully documented and recorded in the certification file.

7. CERTIFICATION PHASE.

A. Prepare Certificates. When the applicant has met all regulatory requirements, the CPM will accomplish the following:

(1) Complete blocks 6–10 of FAA Form 8310-3, to show:

- Findings and recommendations
- Any remark or discrepancy noted during inspection
- Date of inspection
- Office and signature of the CPM

(2) Prepare FAA Form 8000-4, which must be signed by the FSDO manager.

(3) Prepare FAA automated OpSpecs. The appropriate Airworthiness ASI will sign the OpSpecs, showing the limitations to be issued. These limitations may be listed on separate OpSpecs pages.

(4) If applicable, issue FAA OpSpecs with appropriate ratings.

> **NOTE: Air agency certificates and OpSpecs are legal documents. Language should clearly specify the authorizations, ratings, and/or limitations being approved. When filling out these forms, there must not be any erasures, strikeovers, or typographical errors on the completed document.**

B. Prepare Air Agency Certificates. The certificate will include the following information:

(1) After "Number," insert the certificate number assigned to the facility. This will be in accordance with the current air agency numbering system.

(2) Under "This certificate is issued to," insert the official name of applicant's business. This must be the same as shown on the application form.

(3) Under "whose business address is," insert the address/location of the applicant's business. This must be the same as shown on the application form.

(4) After "to operate an approved," insert the words "repair station."

(5) Under "with the following ratings:" insert the ratings issued. The ratings must be listed by the general category, such as airframe, powerplant, radio, etc.

(6) If a repair station is issued a limited rating, then it must be listed as such on the certificate (e.g., limited radio).

(7) When ratings are added or amended, show the date of each issuance in parentheses, following the added or amended rating.

(8) After "shall continue in effect," for repair stations located in the United States, insert the word "indefinitely."

(9) Under "Date issued," insert the issuance date of the certificate. This will be the date of original certification.

(10) Under "By direction of the Administrator," insert the signature of the office manager and office identifier.

C. Prepare OpSpecs.

(1) Following "The rating(s) set forth on Air Agency Certificate Number," insert the air agency certificate number from the respective certificate.

(2) Following "is/are limited to the following," insert, as applicable:

(a) Class ratings.

(b) Limited ratings, to include makes, models, or parts.

(c) Limited rating for specialized services, to include the specification used.

(d) Line Maintenance authorization (the repair station must meet the requirements of § 145.205(d)).

(e) Following "Delegated authorities," insert "none."

(f) Under "Date issued or revised," insert the date the inspection was satisfactorily completed.

(g) Under "For the Administrator," insert the signature block of the assigned inspector.

D. Prepare Certification Report. Ensure that a certification report is prepared. The report must include the name and title of each ASI on the certification team. The report is signed by the CPM and contains at least the following:

- A copy of the PASI
- FAA Form 8310-3, completed
- A letter of compliance
- A copy of the Air Agency Certificate issued
- A copy of the issued OpSpecs
- A copy of any Temporary Airman Certificate issued
- A summary of all discrepancies encountered during the inspection

8. TASK OUTCOMES.

A. Complete PTRS.

B. Complete the Certification Task. Completion of the certification task will result in one of the following:

- Issuance of a certificate and OpSpecs
- A letter to the applicant indicating that the certificate is denied
- A letter to the applicant confirming termination of the certification process

C. Distribute Certification Report. Distribute the completed report as follows:

- Retain the original certification report in the CMO/FSDO

D. Document Task. File all supporting paperwork in the certificate holder/applicant's office file and update the Vital Information Subsystem (VIS).

9. FUTURE ACTIVITIES. The FSDO must ensure that there is an orderly transition from the certification process to certificate management. Perform followup and surveillance inspections as required.